

ER 3-8652

~~SECRET~~
Security Information
CONFIDENTIAL

APR 2 1953

MEMORANDUM FOR: Assistant Deputy Director (Administration)

SUBJECT: The Clerical Situation.

1. As of 30 March 1953 we had a total of 695 individuals in process in the categories of clerk, clerk-typist, clerk-stenographer or secretary at grades GS-3 through GS-5. As of the same date, we had a total of 327 outstanding vacancies in the same categories. There is attached a tabulation, by office, reflecting the details of our present position. You will note that the 202 people in process against the IAB, (Interim Assignment Branch) when cleared and trained, will serve to reduce the number of vacancies which, on 30 March 1953, stood at 327.

2. For several weeks we have had the regular clerical recruitment force of 11 men augmented by 10 of the specialized recruiters. These 10 are detailed to clerical recruiting for an indefinite period in an attempt to take advantage of the seasonal availability of clerical prospects and to break the backlog of vacancies which has existed for some time. Our specialized recruitment will necessarily lag for the next few months, but we believe it more important to attempt to fill every possible clerical vacancy and build up a reserve for the future.

3. During the last six weeks we have averaged 67 security initiations per week in the categories mentioned. We feel we can continue or better this average during the next few weeks. We are continuing to maintain our standard of demanding above average intelligence in clerical prospects. We are accepting typists who can type at least 30 words per minute as a prospect and on whom we will initiate security, but unless the individual can increase her speed to at least 40 words per minute while undergoing initial training we are reassigning such individuals to either purely clerical type positions or clerical positions which require only an incidental knowledge of typing.

4. Present sources of personnel being exploited are as follows:

a. We are concentrating our efforts primarily at this time in high schools, business schools, and colleges offering secretarial science courses. The local high schools are only moderately productive due to the keen competition in the Washington area and the fact that many agencies will offer part-time employment. Business schools and colleges away from the metropolitan area represent our best sources in this category and every possible school is being contacted on a continuing basis.

Document No.

No Change in Class. ☐Declassified ☐

Class. Changed to: TS S

Next Review Date:

Auth.: HR 70-3

Date:

By: 093

12/30/78

~~SECRET~~ **CONFIDENTIAL**

~~SECRET~~
CONFIDENTIAL

b. Some time ago we initiated the "Recommend a Friend" program. To date present CIA members have recommended almost 500 individuals. Application papers are being obtained and interviews arranged and we anticipate the percentage acceptability will be fairly great in this group.

c. Since 1 January 1953, over 12,000 contact letters have been mailed to possible clerical applicants. We obtain lists of high school graduates for the preceding four or five years and send each of them a special clerical contact letter. We generate interest in five to ten percent of the list and we have found that we generally manage to accept approximately ten percent of those who evidence interest.

d. All clerical recruitment officers are placing classified newspaper advertisements in their areas of operation. The ads specify only "U. S. Government" interest since the Director of Security has consistently refused to agree to our indicating the possibility of overseas service. Because of this latter restriction the interest generated is only about half of what it would be were we permitted to indicate overseas possibilities.

e. "Blind" placards advising the existence of clerical vacancies for the "U. S. Government" are being placed in post offices, schools, USES offices and other likely locations. The recruiter fills in a phone number or location from which information can be obtained.

f. We have consistently followed up on every announced U. S. agency reduction in force in this area. The personnel and placement officers in releasing agencies have made an effort to funnel likely prospects into our channels and we have been moderately successful in this field. We find, however, that the individuals being released are generally overgraded and are not usually willing to wait for the required clearance in view of the availability of other jobs in the area not requiring such clearances.

g. We have established working relationships with the major airlines whereby we are permitted to screen their application files of young women who have applied for hostess positions. This has represented an excellent source primarily due to the high quality of applicants. We either dispatch a special contact letter or a night-letter-telegram to the ones in whom we are interested, to arrange for personal interviews.

25X1A

5. CIA Notice No. [REDACTED] dated 5 July 1952 announced a plan of operation for the slotting of clerical appointments and for the training which they must receive before entering on duty in a particular office. In brief, the plan provided for slotting all clerical applicants

~~SECRET~~
CONFIDENTIAL

~~SECRET~~

Approved For Release 2001/05/10 : CIA-RDP78-04718A000800160032-3

- 3 -

CONFIDENTIAL

against the Interim Assignment Branch of the Personnel Office rather than slotting individuals against specific office tables of organization. Because of the pressure on your office and this office for the direct slotting of individuals against office T/O's this plan has not been fully operative. Just recently, however, the entire ID/P complex has asked this office to place the plan in complete operation for all its clerical vacancies. We would like to suggest that following the same procedure with respect to all other offices of the Agency would result in a fairer distribution of cleared and trained clerical members. Presenting the matter at a meeting of all Assistant Directors might be an appropriate manner of obtaining their concurrences.

W. H. H. MORRIS, JR.
Assistant Director (Personnel)

1 Attachment:
Tab A - Statistics

~~SECRET~~

Approved For Release 2001/05/10 : CIA-RDP78-04718A000800160032-3

CONFIDENTIAL